**JEFFERSON COUNTY -** Administrative Clerk for District Court. This position is a permanent, part-time position (approximately 25 hours/week) which will serve as Administrative Clerk for the District Court. Position requires extensive knowledge of Montana District Court procedures, understanding of accounting principals, routine office tasks and ability to write legibly and communicate effectively in writing and verbally; skill in the use of various office machines and extensive Microsoft Word experience. Position requires knowledge of the use of "fullcourt" and the physical ability to maneuver heavy record books and climb ladders. Prior legal office experience preferred but not required. Starting hourly pay is $16.42/hour. Resume, cover letter and county applications must be received by July 19, 2019 at 5pm. County applications are available on the Jefferson County web-site at www.jeffersoncounty-mt.gov or from the Jefferson County Clerk of District Court or the HR Department at (406) 225-4010. Incomplete application materials will not be processed. Jefferson County may use the following factors to determine whether an applicant meets the qualifications for this position: review of application materials, past work performance, reference checks and structured oral interview. Jefferson County is an equal opportunity employer.